

Asset Management

Form View

Records: 3
Sorted

Info Close View As Form View As List Reports New Record Delete Record Find Record Your Own Button Your Own Button

Asset		Assignment	
3	Asset ID	Darren Smith	Assigned To
Computer	Item	M-S 723	Location
486/50	Model	03/26/94	Date
Office Furniture	Category		
	Serial No.		
	Picture		

Acquisition		Depreciation	
The Computers Shop	Purchased From	5	Depreciation Life (years)
03/22/94	Date Purchased	0.0	Remaining Life (years)
03/26/94	Date Placed in Service	\$150,000	Cost
		\$0	Book Value
		\$150,000	Depreciation

100 Browse

Fig. 1

Asset Management

Depreciatio...

Pages: 1

Script:

Continue

Cancel

Item	Model	Serial Number	Dep. Life	Rem. Life	Cost	Book Value	Deprec.
Office Furniture					\$150,550	\$0	\$150,550
Computer	486/50	3939382	5	0.0	\$150,000	\$0	\$150,000
Office Chair	Posture Special	3343	4	0.0	\$275	\$0	\$275
Office Chair	Posture Special	3344	4	0.0	\$275	\$0	\$275
Grand Totals:					\$150,550	\$0	\$150,550

100 Preview

Fig. 2

Asset Management

Depreciatio...

Layouts: 7

Field...

Part

Header

Info Close View As Form View As List Reports Your Own Button

Item	Model	Serial Number	Dep. Life	Rem. Life	Cost	Book Value	Deprec.
Category					Total Cost	Book Val	Total Dep
Item	Model	Serial Num	Dep. Life	ning Life	Cost	Book Value	Depreciation
Grand Totals:					Total Cost	Book Val	Total Dep
Page 11 Asset Depreciation Report //							

100 Layout

Fig. 3



Replacement Sheet

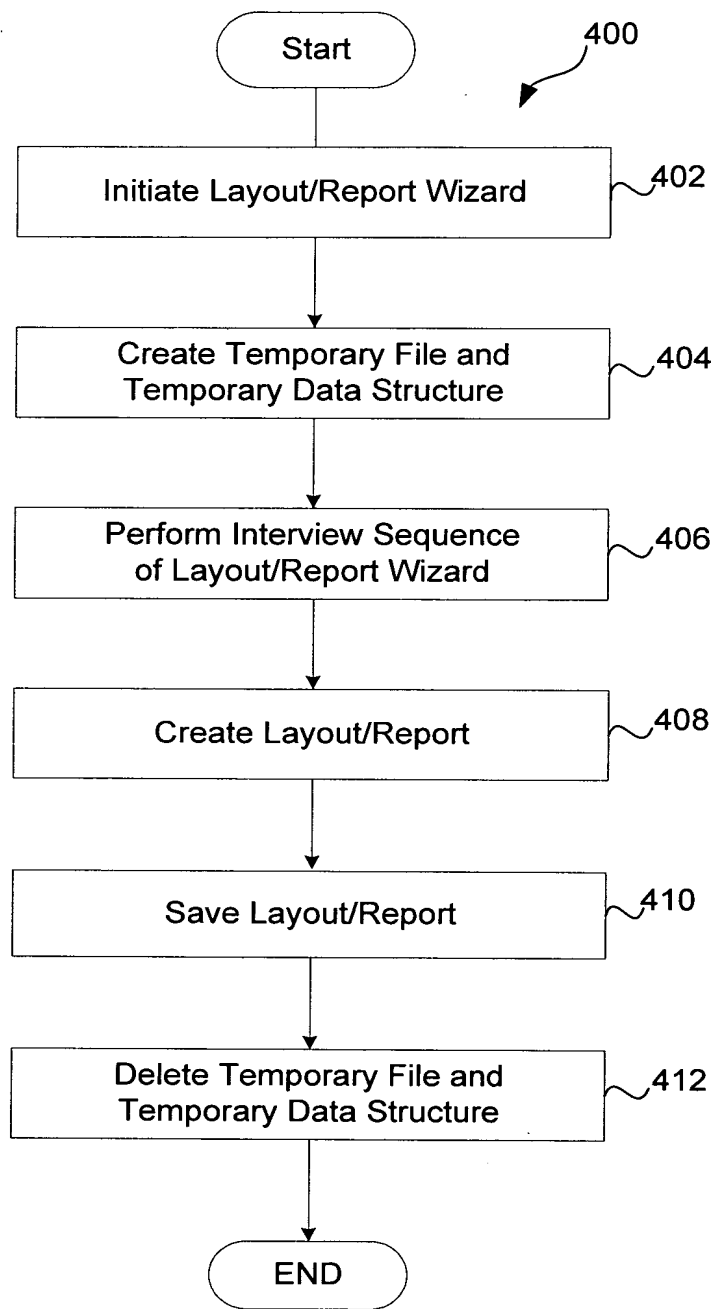


Fig. 4

Replacement Sheet

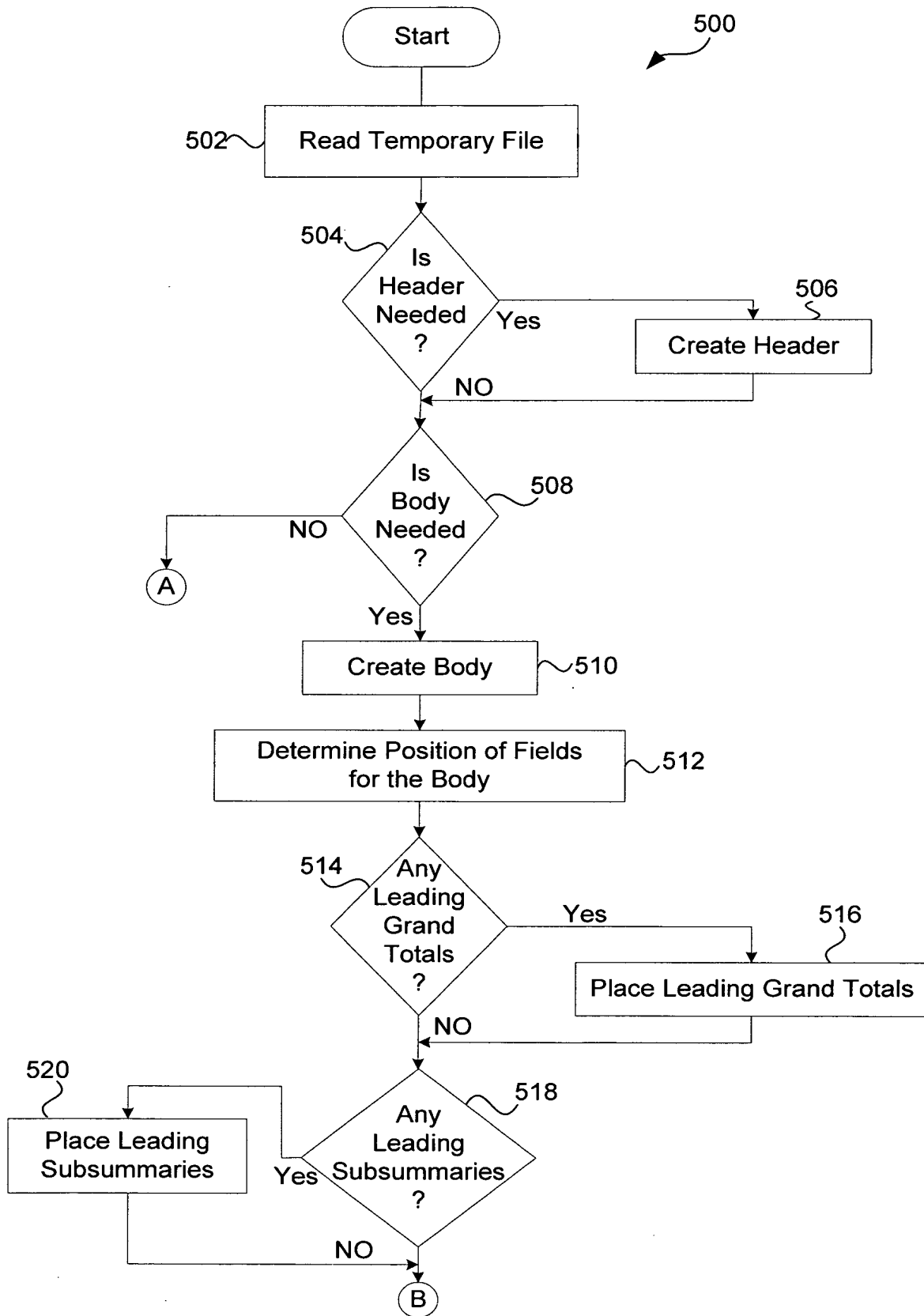


Fig. 5A

Replacement Sheet

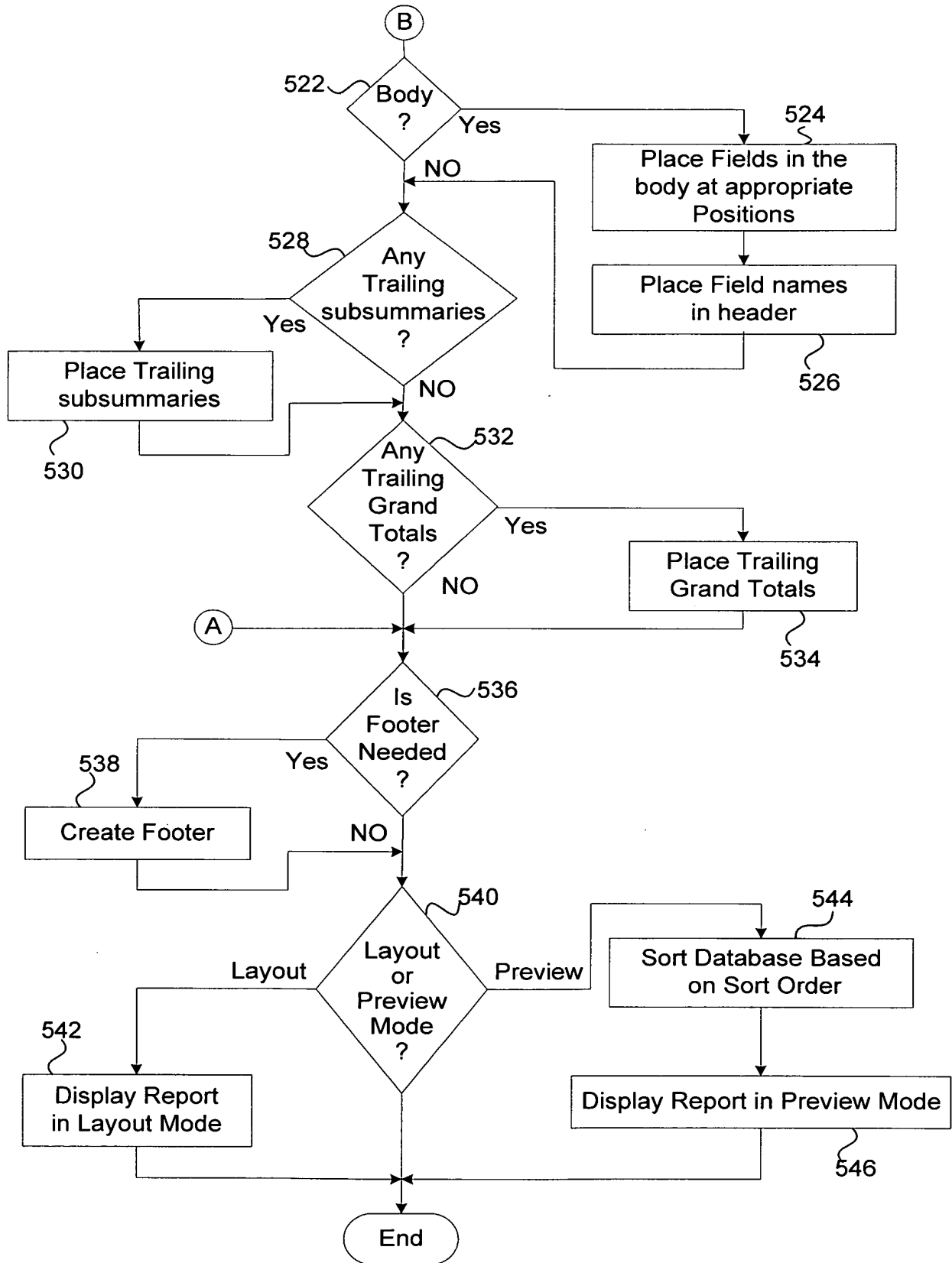


Fig. 5B

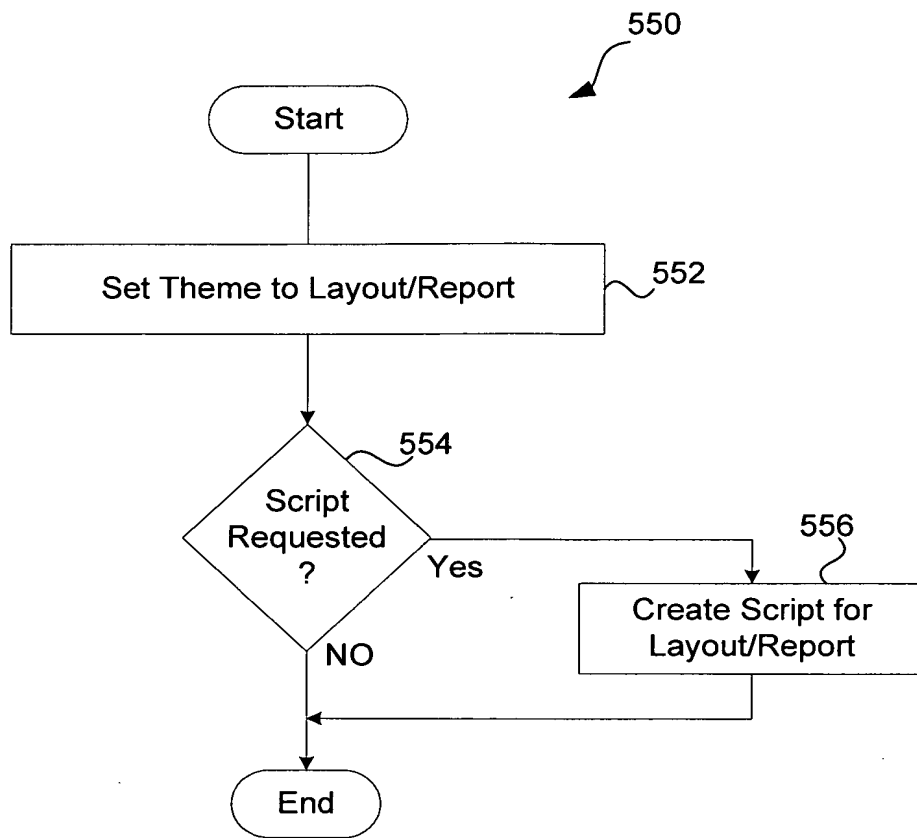


Fig. 5C

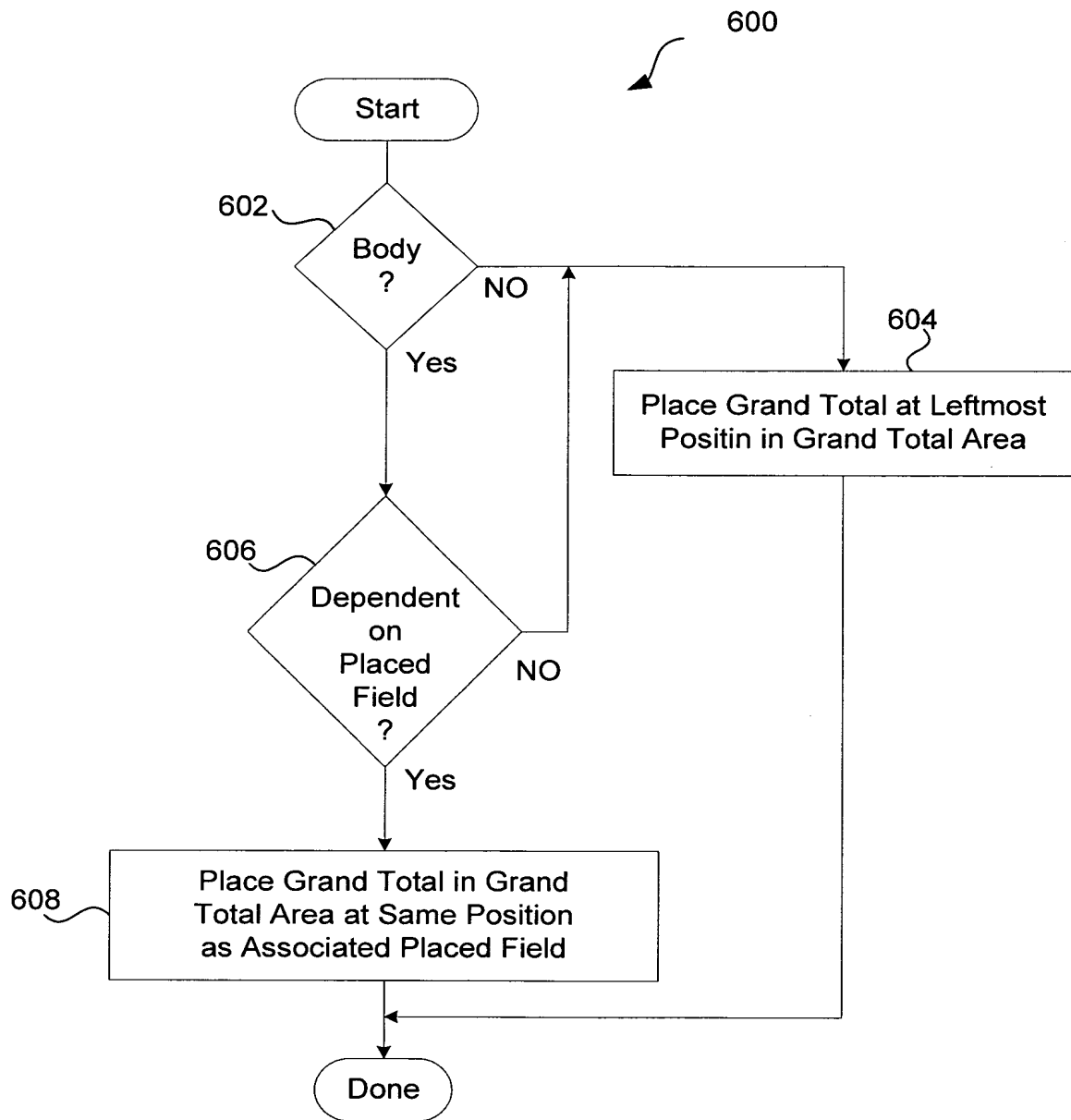


Fig. 6

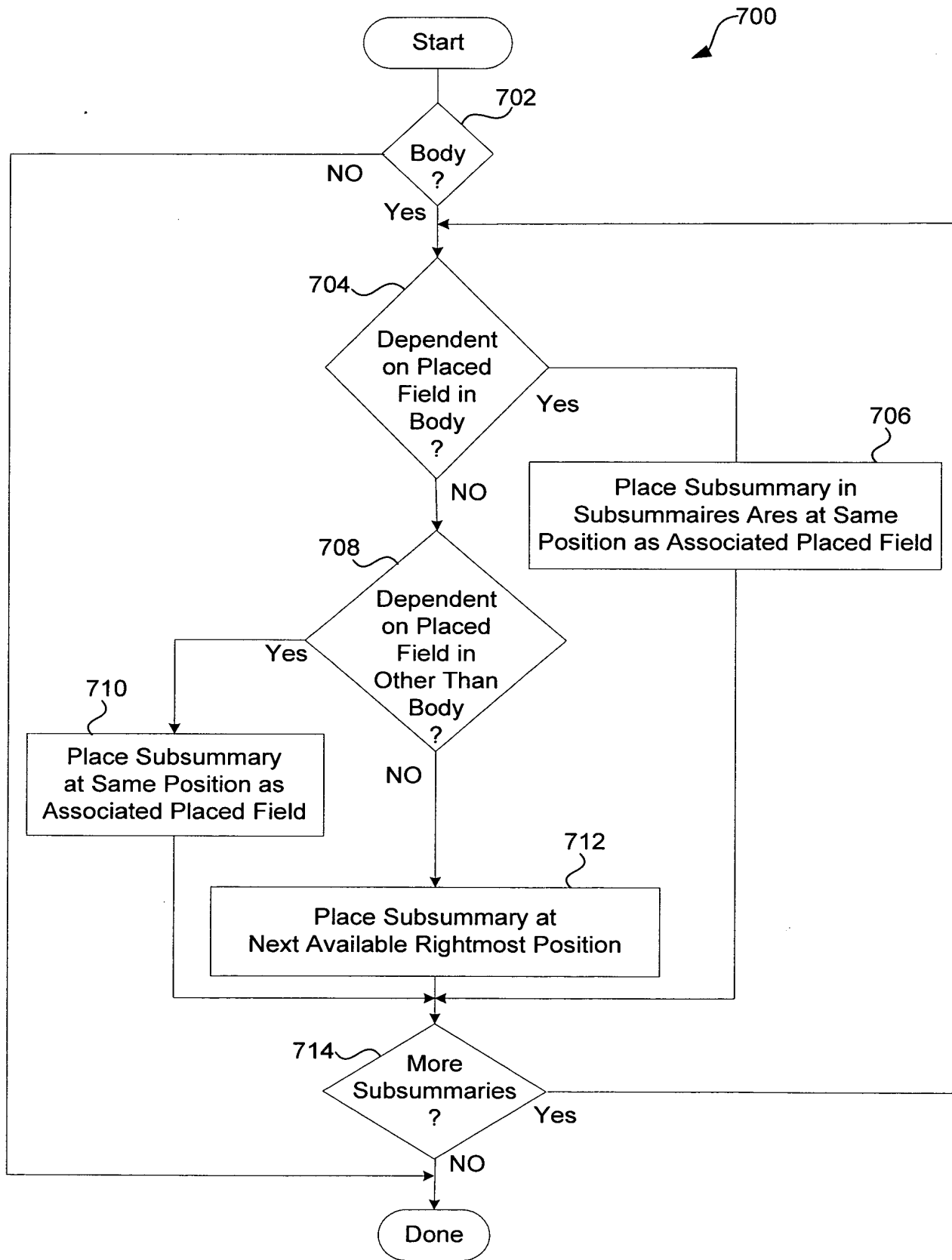
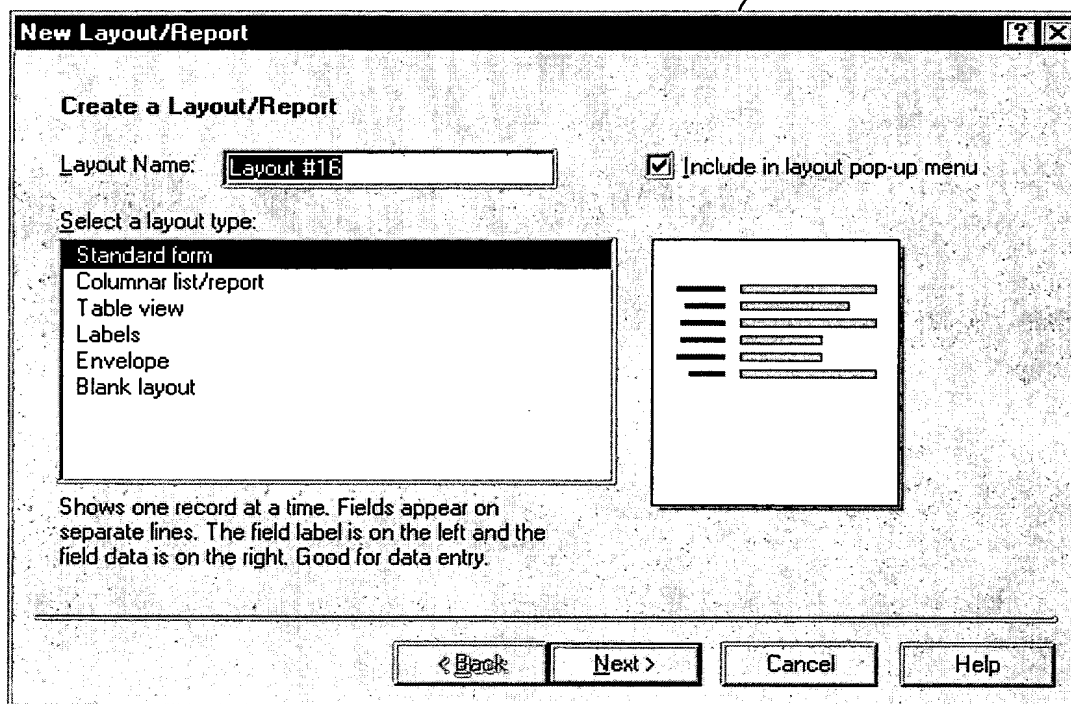


Fig. 7

800



New Layout/Report

Create a Layout/Report

Layout Name: ☒ Include in layout pop-up menu

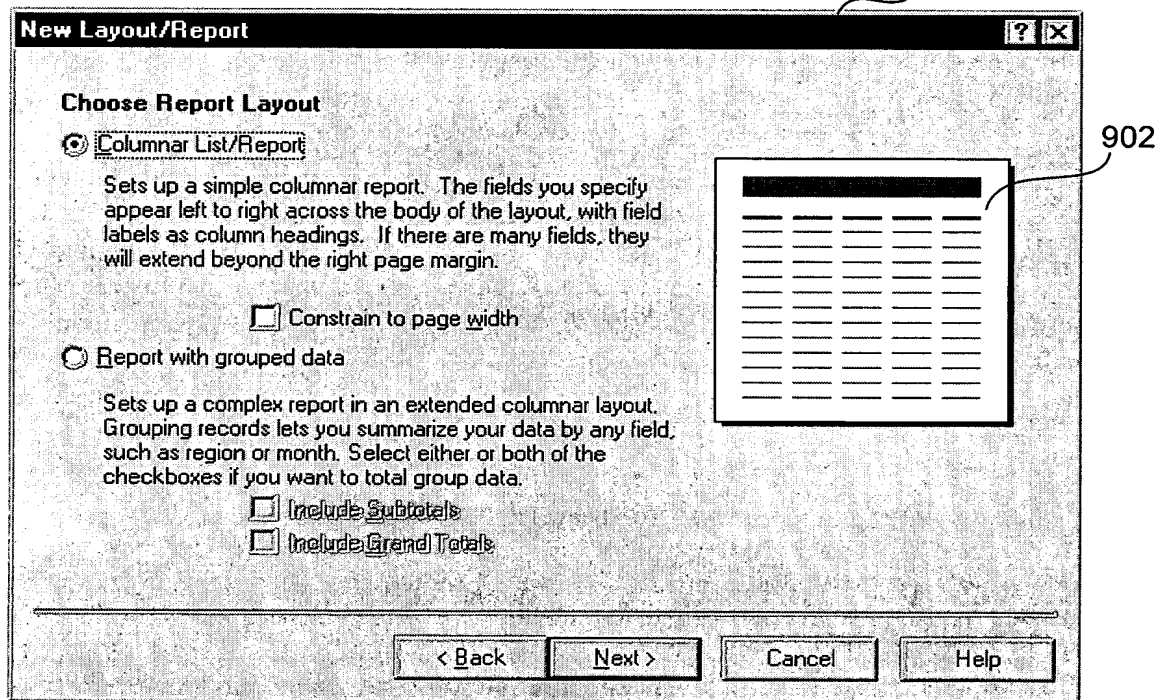
Select a layout type:

- Standard form**
- Columnar list/report
- Table view
- Labels
- Envelope
- Blank layout

Shows one record at a time. Fields appear on separate lines. The field label is on the left and the field data is on the right. Good for data entry.

Fig. 8

900



New Layout/Report

Choose Report Layout

☒ **Columnar List/Report**

Sets up a simple columnar report. The fields you specify appear left to right across the body of the layout, with field labels as column headings. If there are many fields, they will extend beyond the right page margin.

☐ Constrain to page width

☐ **Report with grouped data**

Sets up a complex report in an extended columnar layout. Grouping records lets you summarize your data by any field, such as region or month. Select either or both of the checkboxes if you want to total group data.

☐ Include Subtotals

☐ Include Grand Totals

Fig. 9

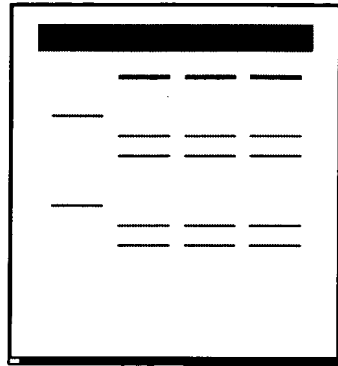


Fig. 10A

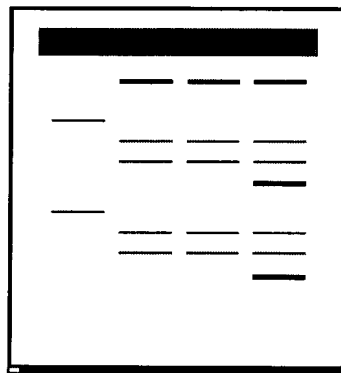


Fig. 10B

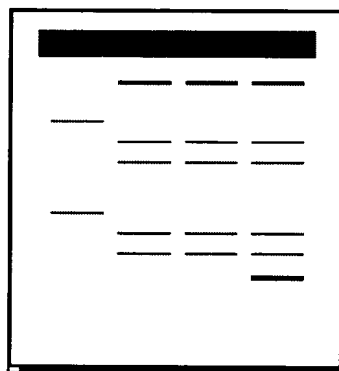


Fig. 10C

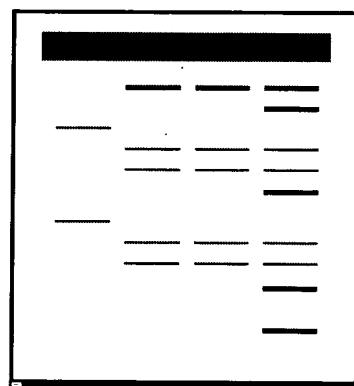


Fig. 10D

Replacement Sheet

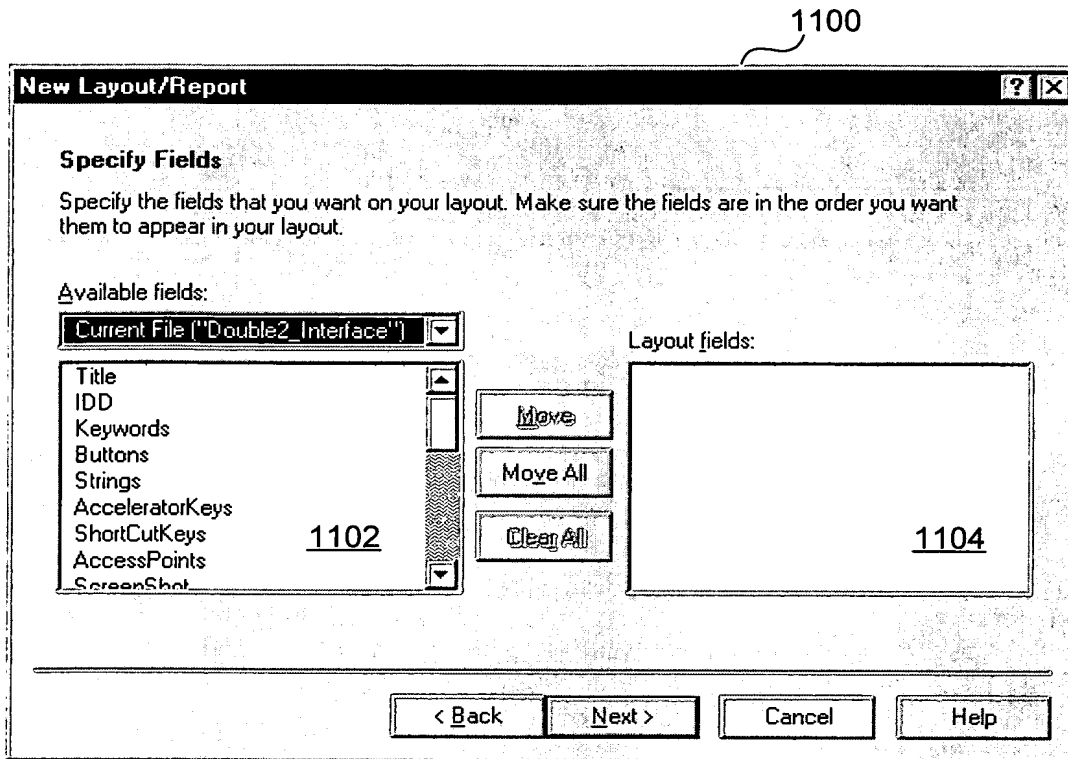


Fig. 11

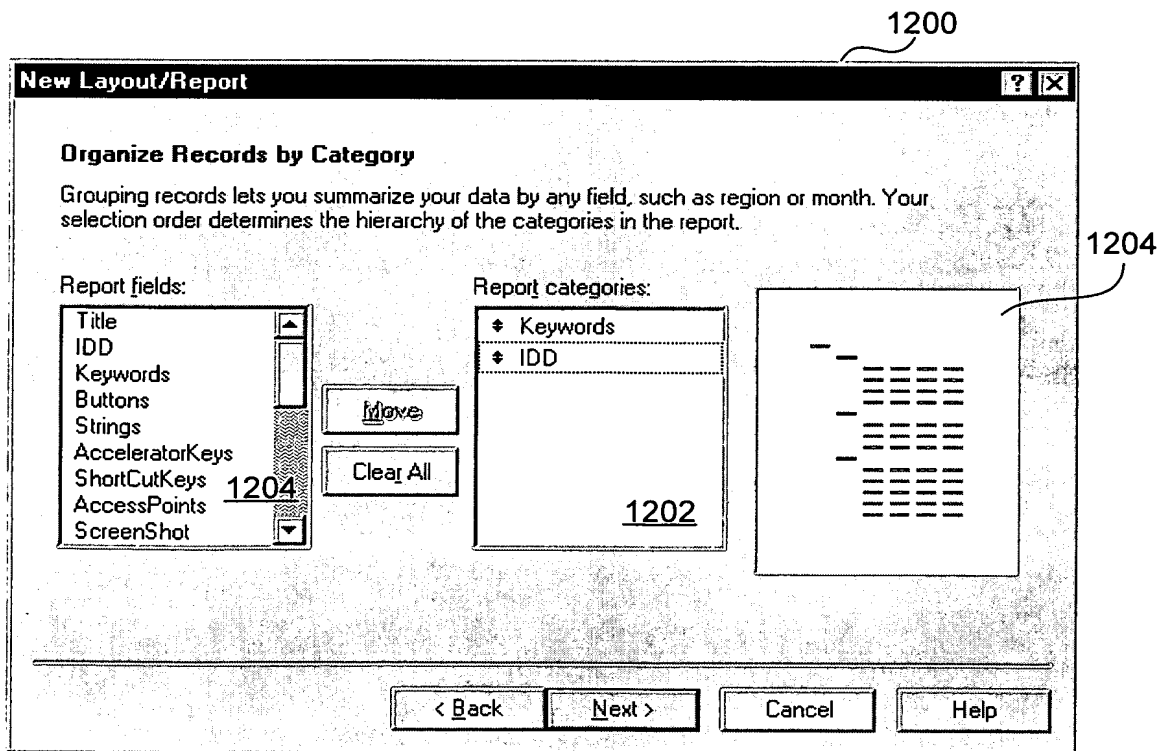


Fig. 12

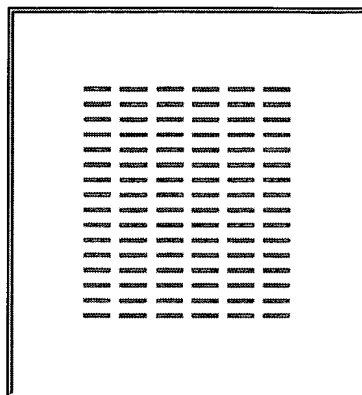


Fig. 13A

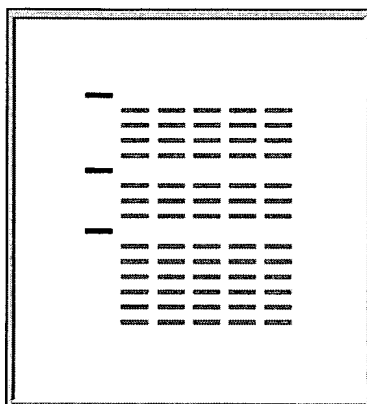


Fig. 13B

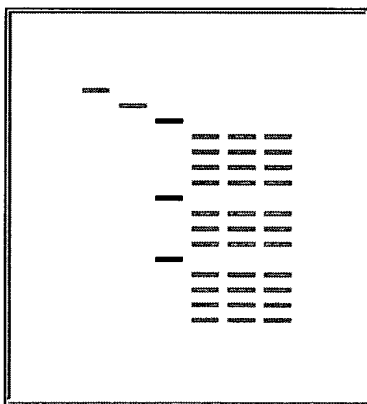


Fig. 13C

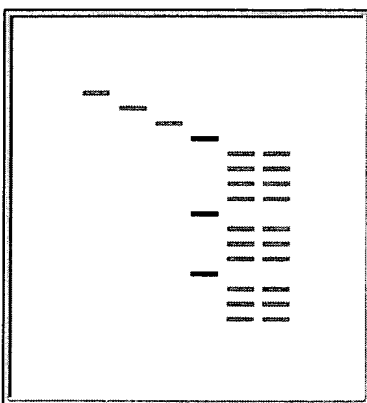


Fig. 13D

Replacement Sheet

1400

New Layout/Report [?] [X]

Sort Records

Your report will be sorted first by the categories you have chosen. Specify any additional fields you want records sorted by.

Report fields:

- Meal Selection
- Beverage
- Main Course
- Side Dish
- Dessert_Coffee
- Starter Copy
- main course count

Sort order:

- Meal Selection
- Beverage

☐ Ascending order
☐ Descending order
☐ Custom order based on value list: <unknown>

< Back Next > Cancel Help

Fig. 14

1500

New Layout/Report [?] [X]

Specify Subtotals

Select (or create) summary fields for each field you want to summarize. You can display subtotals above and/or below the groups of summarized records. After you make each set of choices, click Add Subtotal. You can add more than one subtotal.

Summary fields: Create Summary Field... Category to summarize by: Keywords Subtotal placement: Below record group

Add Subtotal Remove Subtotal

Subtotal(s)

total accelerators	Keywords	Below record group

< Back Next > Cancel Help

Fig. 15

Replacement Sheet

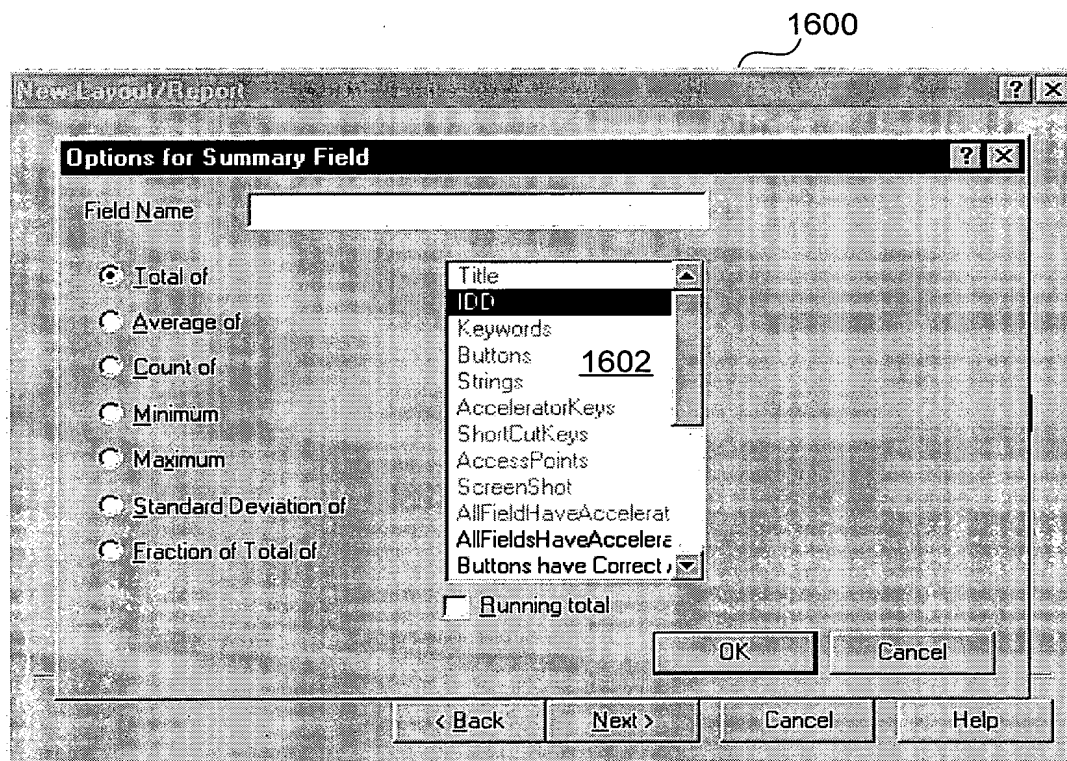


Fig. 16

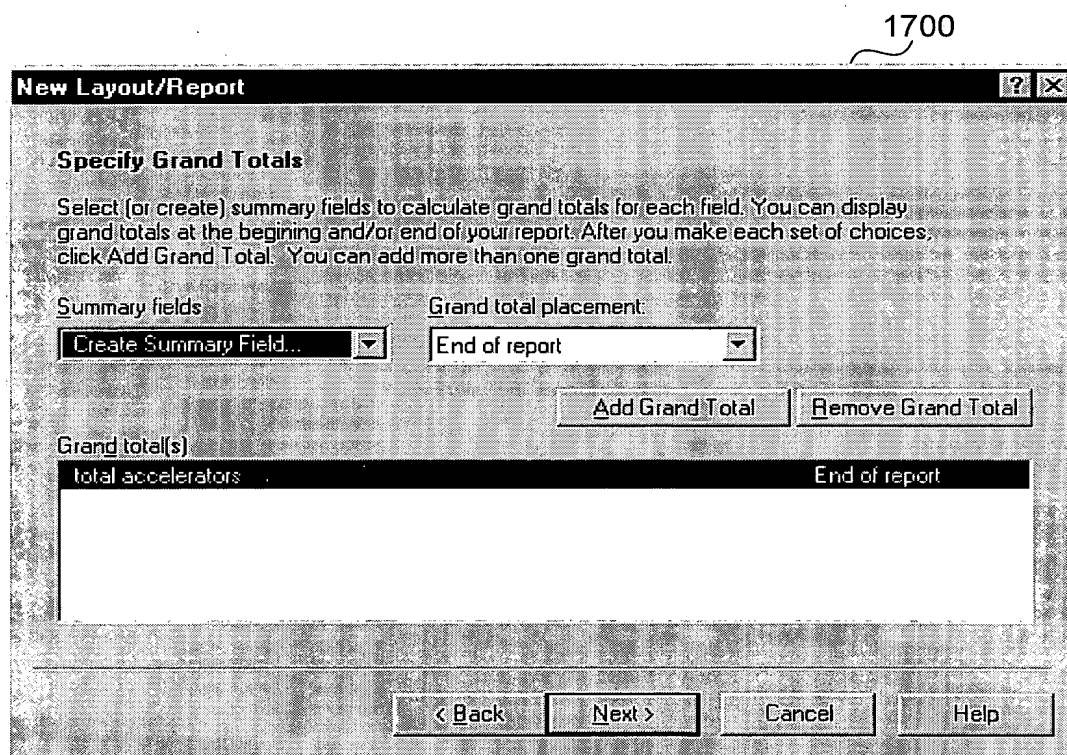


Fig. 17

Replacement Sheet

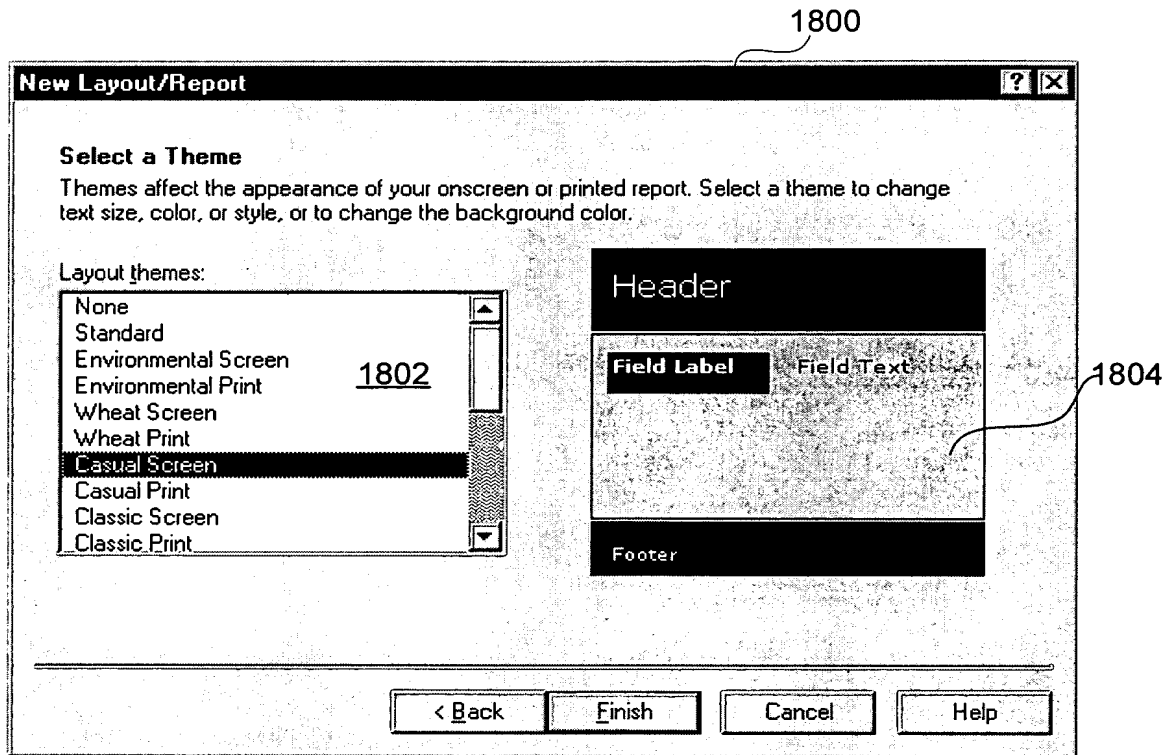


Fig. 18

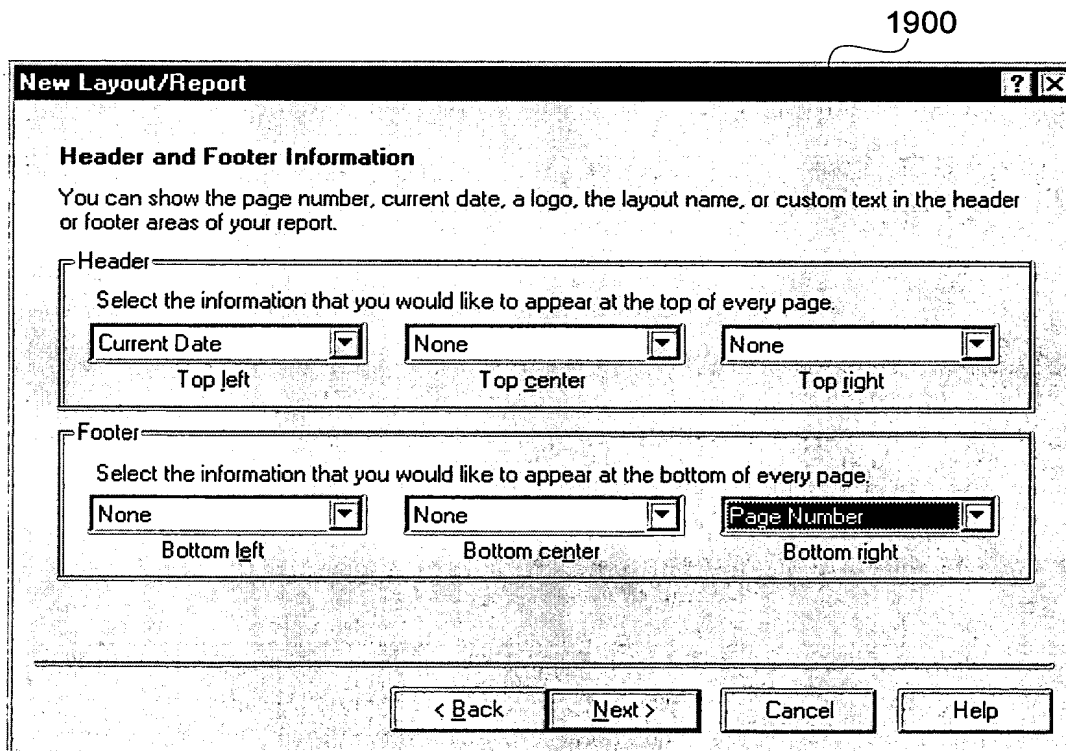


Fig. 19

2000

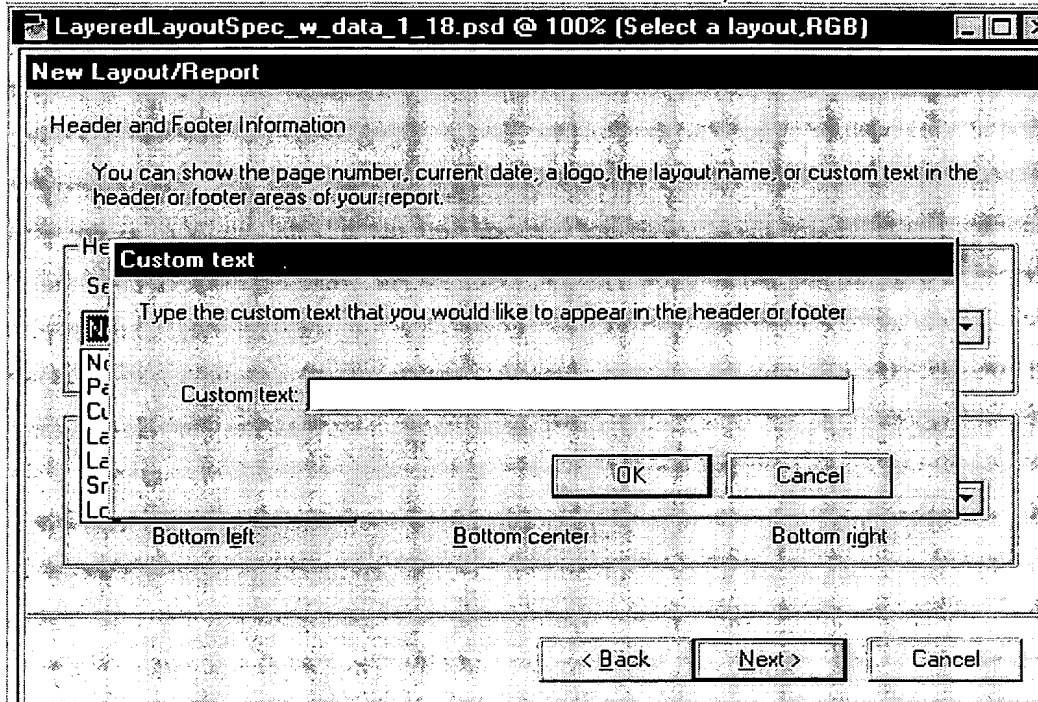


Fig. 20

2100

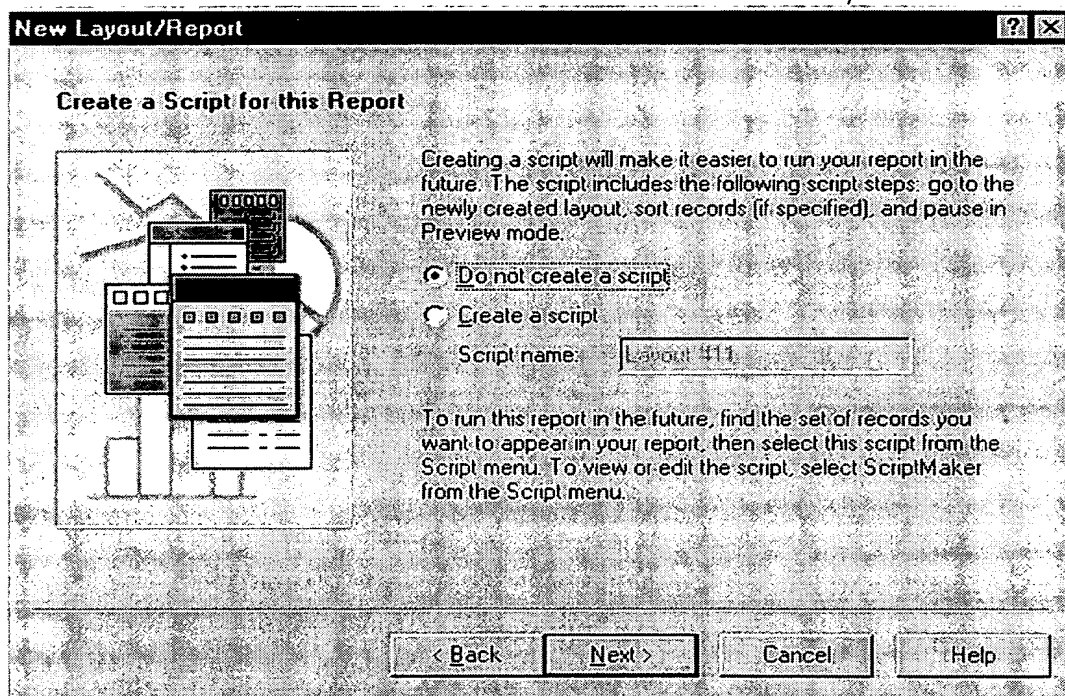
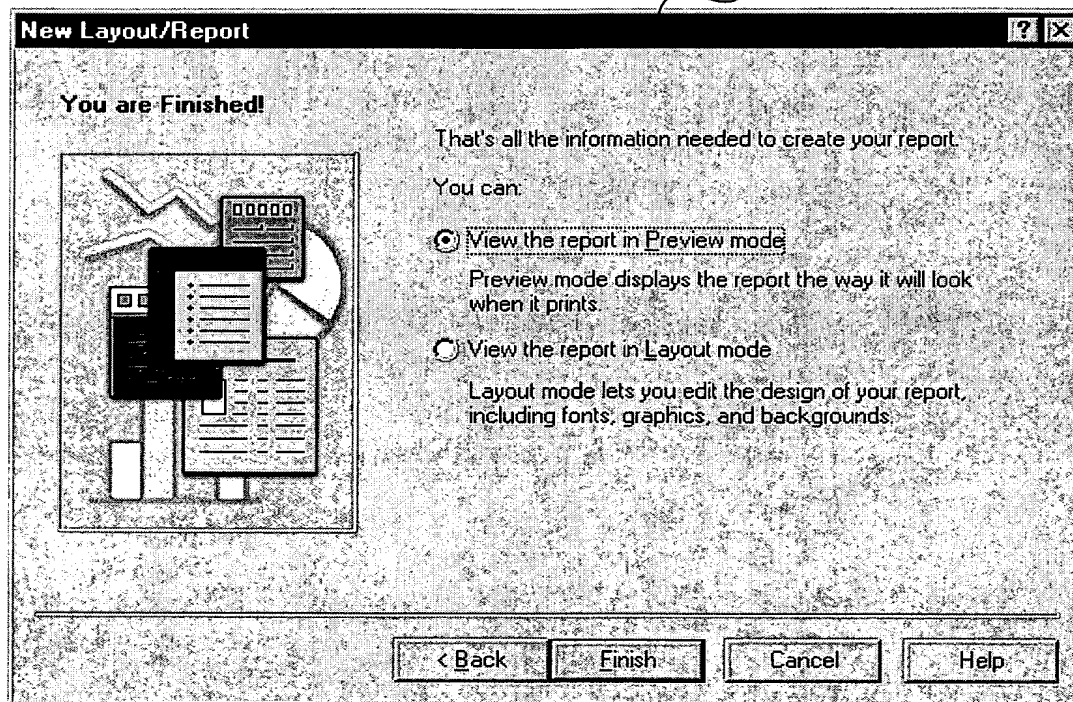


Fig. 21

**Fig. 22**

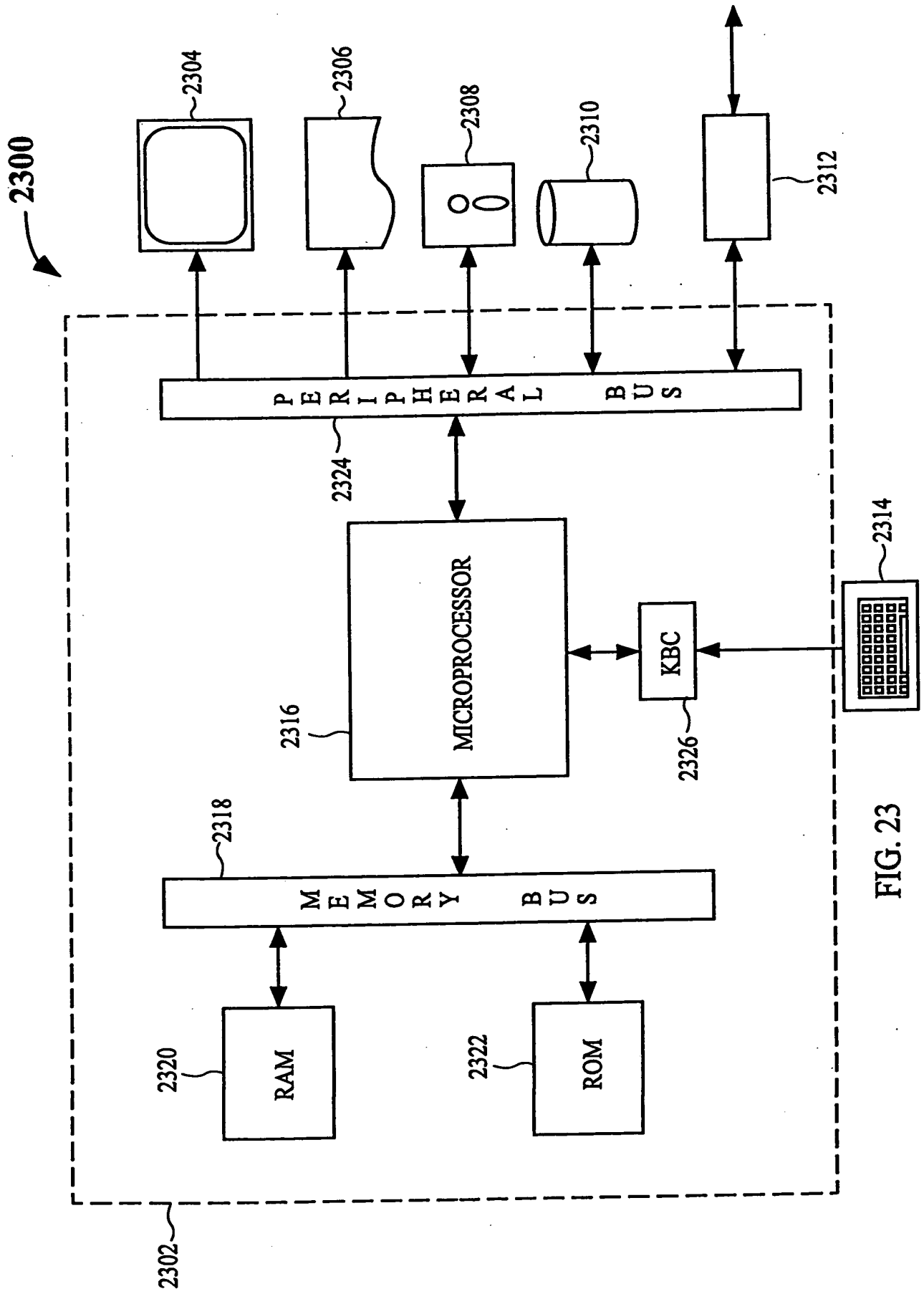


FIG. 23